

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0357950

Date Posted: 07/01/13

POSITION NO: 940412

Closing Date: 07/15/13

CLASS CODE: 4003

POSITION TITLE: WAREHOUSE WORKER

DEPARTMENT NAME: NAVAJO FOOD DISTRIBUTION PROGRAM

DEPARTMENT NO: 35 WORKSITE LOCATION: TEEC NOS POS, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: MON-FRI

Permanent: ☒

SALARY:

Hours: 8 AM - 5 PM

Temporary: ☐

Duration: \$ 19,136.00 Per Annum

Part-Time: ☐

No. of Hrs./Wk.: \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Receives supplies and materials according to established policies and procedures; loads and unloads equipment, materials and supplies; move shipments to ensure quantity and quality meet specifications; documents any discrepancies; compares shipment invoice or packing list against purchase orders or request for direct payment; prepares goods; supplies and equipment for distribution to designated sites.

Completes required inventories; maintains automated inventory system; maintains warehouse and office areas in a safe, clean, organized manner; disposes of trash; makes minor repairs to maintain office and warehouse; performs preventative maintenance of forklifts and other equipment; prepares load list for each truck; complete report and documentation for regulatory agencies; cleans and maintains trucks.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and two (2) years of inventory warehousing experience; or an equivalent combination of education, training and experience which provides the capability to perform the described duties. Work requires lifting, carrying and distribution materials, equipment and food products weighing up to 50 pounds, operation of forklift in a warehouse environment; attention to detail when completing inventory.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of computer; knowledge in preventative maintenance and operation of forklift; maintaining inventories; ability to carry food products weighing 50 pounds; knowledge of basic math; skill in following verbal and written directions; knowledge of loading, unloading and storing equipment, supplies and food products. Knowledge of receiving and distribution of food products; maintaining inventories of stored food products and supplies; knowledge of computer hardware and software; knowledge of loading, unloading food products and supplies; knowledge of operation and preventative maintenance of forklifts and other warehouse equipment; maintaining accurate inventory of food products; maintaining and updating computer databases; skill in safely operating forklift; skill in following verbal and written direction; customer service skill; skill in establishing and maintaining effective working relationship

License/Certification Requirements:

Must possess a valid state driver's license and obtain a Navajo Nation Vehicle Operator's Permit

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99